

Tyngsborough Government Study Commission Mission Statement

The Town of Tyngsborough was incorporated in 1809. An Open Town Meeting form of government was established and as time has passed the town has adopted procedures and by-laws to suit its needs. However, the process of government has never been formally evaluated.

The Tyngsborough Government Study Commission has been established to review and evaluate certain areas of Town government in order to make recommendations for improvement of government efficiency, cost savings, and enhancement of productivity and customer service. The Government Study Commission is tasked with the evaluation of the form of town management, efficiency and effectiveness of boards, committees and employees; and town meeting processes.

**Town of Tyngsborough
Government Study Commission
Regulations**

1. The Town of Tyngsborough, Massachusetts shall have a Government Study Commission to review the existing form of Tyngsborough's government and make recommendations for changes if any. The Commission shall gather data from various sources, including town officials, employees, citizens, State officials, consultants, and others. The Commission will analyze the information and provide a preliminary report to the Selectmen six months from its first meeting, and a final report one year from its first meeting.

The commission shall determine the appropriate process and legal authority to make any recommended changes to the current processes and shall perform research in such areas as:

Town Management Issues: Should there be a Department of Finance? Should there be a Public Works Department and Director? Should there be an appointed Chief Administrative Officer: if so, what should his/her duties be and who should report to him/her? Should there be a defined budget calendar? Review consolidation of departments and other resources.

Boards, Committees, & Employees: Which Boards, Committees, and employees should be elected? Which should be appointed and by whom? How many members should serve on each committee? Should there be term limits? Should there be attendance requirement or recall provisions? Which employees should be elected?

Town Meeting: Should there be a quorum? When should Town Meeting meet? Should there be Open Town Meeting or Representative Town Meeting?

2. The commission shall be composed of 5 or 7 members.
3. The commission members shall be appointed by the Board of Selectmen.
4. A chairman, vice-chairman, and recording clerk shall be appointed annually by majority vote of the commission members present.

Chairman: Shall call meetings, prepare agendas, post meetings, represent the Commission at Public Hearings or other meetings (unless otherwise determined), and conduct meetings under Roberts Rules of Order.

Vice Chairman: Shall perform the duties of the Chairman in his/her absence and assist as requested by the Chairman.

Recording Clerk: Shall be responsible for recording accurate and timely minutes of all meetings held by the Commission. Shall file said minute with the Town Clerk and shall perform the duties of the Chairman in the absence of the Chairman and Vice Chairman. In the event of absence of the Recording Clerk the Chairman may assign recording responsibilities to another individual.

5. The commission shall ordinarily meet at least monthly, and shall abide by the Open Meeting Law of Massachusetts.
6. The commission shall not meet or conduct business with out the presence of a quorum. A majority of members of the commission shall constitute a quorum.
7. Any public hearings shall be posted publicly and published at least one week preceding the hearing in a newspaper of general circulation in the town, on cable TV, and on the town web site.
8. Minutes of the meetings and hearings shall be taken and copies shall be provided to the Selectmen and Town Clerk.
9. Written quarterly reports shall be made by the Commission to the Board of Selectmen.
10. The Commission may recommend, by majority vote of members present, to the Board of Selectmen modifications to these regulations.
11. The commission shall serve as an ad hoc commission for such time as seen fit by the Selectmen and may be dissolved at any time.
12. The Commission has the ability, with approval of the Board of Selectmen, to work with legal staff and consultants to accomplish their mission.
13. Specified Government Study funds, approved by Town Meeting vote, can be expended by the Commission by a majority approval vote of members present.
14. The Selectmen reserve the right to modify these provisions at any time.